



National Finance Center CAPPS Notification

IMPORTANT INFORMATION - 2023 Annual Pay Raise (#50038)

December 5, 2022

Reference Number: NFC-1669219912

Dear Customer:

NOTE: The contents of this notification and other Annual Pay Raise forms/resources can be viewed online at the [Annual Pay Raise Web site](#).

The National Finance Center (NFC) is currently awaiting an Executive Order signed by the President to move forward with Project 50038, 2023 Annual Pay Raise. However, we must begin preparation activities to ensure a successful implementation in Pay Period (PP) 01, 2023, if authorized.

The Web page links and attachment are as follows for Agencies to review:

- **[2023 Annual Pay Raise Activities TIMELINE](#)**
See TIMELINE for revisions on January 3, 2023 – January 11, 2023.
- **[2023 Annual Pay Raise Customer Procedures](#)**
See procedures for complete guidance regarding the overall project.
- **[2023 Annual Pay Raise Agency Contacts List](#)** (see attachment)
See current list to verify that the Agency Contacts identified are valid.
- **[2023 Annual Pay Raise Agency Contact Information Form](#)**
See form to submit changes for Agency Contacts, if needed.
- **[TBL029 FWS File Layout-Wage Grades Hourly](#)**
See layout revision on page 1 to the TBL029 format.
- **[INSTRUCTIONS for Three NFC File Layouts](#)**
See instructions revision on page 2 regarding TBL029.

- **2023 Annual Pay Raise Agency Requirements-TMGT Tables Form**

See form revision under SECTION I, TMGT Table Updates, that now includes an Excel File Name box for TBL029.

Agencies should review the 2023 Annual Pay Raise Activities TIMELINE for upcoming activities regarding the overall project. Please ensure that your team is aware of the following “critical” Agency deadlines, which are scheduled within the next 30 days:

Friday, December 9, 2022

- **Agency deadline** for submitting updates regarding the Agency Contacts List to the Annual Pay Raise Mailbox.
- **Agency deadline** for submitting Agency Test Participation (SSN File) forms to the Annual Pay Raise Mailbox, using the password provided by NFC.
- **Agency deadline** for submitting Agency Security Access Requests via ServiceNow.

Friday, December 30, 2022 – Tuesday, January 3, 2023

- NFC will process Agency Requirements/TMGT Tables Forms and will load Office of Personnel Management (OPM) Tables/Agency-specific bulk files to the Table Management System (TMGT) production database.

Tuesday, January 3, 2023 (by midnight CST)

- **Agency deadline** for submitting Annual Pay Raise requirements and TMGT updates. Due to the impact of end-of-year holidays on this project, the processing dates identified in the 2023 Annual Pay Raise Activities TIMELINE must be followed to ensure that the January 2023 pay increase is processed as scheduled. There will be no extensions.
 - For **Agency-specific** TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies are required to submit updates to the TMGT Team via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only.
 - ServiceNow request tickets must be submitted as a request, and not an incident, to the PaPB/QCS group for processing and screen prints are required with each update to ensure accuracy.

- Agency Requirements/TMGT Tables Forms relating to those manual TMGT table updates MUST be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with the ServiceNow ticket number entered on the form for tracking purposes.
- For **Agency-specific** TMGT table batch load updates, Agencies will be required to submit their Agency Requirements/TMGT Tables Forms to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, along with the associated table update requests.

NOTE: Agency-specific requirements and table updates received after midnight central standard time on Tuesday, January 3, 2023, may be processed retroactively in a later pay period as a separate project based on an Interagency Agreement with your Agency. If the President signs the Executive Order late, the deadline will be adjusted accordingly.

Wednesday, January 4, 2023

- NFC will run the EmpowHR process ZLDCTRTB off-cycle in PROD to load EmpowHR setup tables after TMGT table updates (approx. 7:00 pm central time).
- NFC will run the EmpowHR copy-of-production load processes as per usual at midnight and then put them on hold until further notice.
- NFC will hold *EmpowHR* CPY (USDA, DHS, and DOJ) until after Pay Raise processing completes.

Thursday, January 5, 2023

- **Agency deadline** by 4:00 p.m. central time (CT) for submitting Agency Status Reports to the Annual Pay Raise Mailbox (with approval/findings for the verification of TMGT and *EmpowHR* table entries).
- NFC will run EmpowHR SQL script in the copy-of-production environments loading TMGT updates not included in the weekly ZLDCTRTB process (FCA IGA-PERCENT, REMARKS and Salary Plan pay limits).
- NFC will run test PINE Pass 01 and test PAYE Pass 01 for PP 01/2023 in IDMS61/DICT02 (evening run).
- NFC will run production PAYE Pass 01 for PP 26/2022.

Friday, January 6, 2023

- **Agency deadline** by 4:00 p.m. CT for submitting Agency Status Reports to the Annual Pay Raise Mailbox (with approval/findings for the verification of test PINE Pass 01 data and test PAYE Pass 01 data).
- **Agency deadline** by COB for cleaning up PRODUCTION suspense to ensure pay adjustments for PP 01/2023 will process correctly.
- NFC will run production PAYE Pass 02 for PP 26/2022.
- NFC will release a Committee for Agriculture Payroll/Personnel System (CAPPS) Notice to remind Agencies of the execution of production PINE Pass 01 for PP 01/2023, which is scheduled for the evening of Sunday, January 8, 2023.

Agencies should review the 2023 Annual Pay Raise Customer Procedures for complete guidance regarding the overall project. Please be reminded that Agency Requirements/TMGT Tables Forms are only required for those pay plans with “special” requirements that your Agency wants processed by NFC. As stated on pages 5 and 6 of the customer procedures, Agency Requirements/TMGT Tables Forms are **not** required for those pay plans listed under Federal Pay Increases Not Processed or for those pay plans listed under Federal Pay Increases Processed Automatically. NFC will perform those actions by default.

Agencies should review the current 2023 Annual Pay Raise Agency Contacts List to verify that the Agency Contacts identified are valid. NFC has received verification from those Agencies marked with a “Y.”

- If changes are required, please complete the 2023 Annual Pay Raise Agency Contact Information Form and submit your changes to the Annual Pay Raise Mailbox.
- If no changes are required, please send an email to the Annual Pay Raise Mailbox stating that no changes are required for your Agency.

Agencies should review the revisions noted above relating to TBL029 FWS File Layout-Wage Grades Hourly on the TBL029 file layout spreadsheet, the TBL029 instructions document, and the 2023 Annual Pay Raise Agency Requirements-TMGT Tables Form.

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Thank You,
2023 Annual Pay Raise Team